



Office of the City Clerk

Weekly Report – for Week Ending January 2, 2015

OFFICE OF THE CITY CLERK – PROJECTS and STATUS

City Primary/General 2015 Elections:

Charter Amendments 1 and 2 - The Rebuttal Arguments for Charter Amendments 1 and 2 were received on December 18. All Arguments and Rebuttal Arguments have now been filed.

Poll Worker and Polling Place Recruitment - Staff has recruited 1,484 polling places out of a total of 1,506. To date, 1,909 poll workers out of 6,024 have been recruited which is 31.7 percent of the overall recruitment goal.

Systems - The election consolidated precincts has been finalized for the March 3, 2015 Election and the consolidation shapes for the final election have been created and are ready for import into the County VIMS system.

Council and Public Services Weekly Statistics:

Number of Ordinances Posted/Published	10
Number of Notices/Publications	14
Number of Contracts Attested	116
Number of Council Files Created	30
Number of Claims Received	73
Number of Referrals	6
Number of Council Meetings	0
Number of Committee Meetings	0

Novus/Electronic Submissions - Council and Public Services created an internal working group to review work processes as it relates to processing a virtual Council files. We continue to receive documents from the Chief Legislative Analyst with no issues.

Neighborhood and Business Improvement Districts:

Systems - The Refund Affidavit report has been added to the Ad Hoc report module of the BID system and is ready for implementation pending review by the City Attorney's Office.

Staff met to discuss the Arts District refund - GSD sold the second truck at auction for \$7,911.

Staff participated in a conference call with Council District 2 relative to the potential creation of a business improvement district for the Great Streets Project in North Hollywood.

Staff reviewed the Management District Plan and Engineer's report with the consultant for the renewal of the Los Angeles Tourism Marketing District Business Improvement District on December 22, 2014.

Fiscal - Staff met with the CAO regarding the City Clerk proposed budget for FY 15/16; executed 2 contract amendments for translation services; and commenced work on the Revenue Estimate and quarterly contract reports.

AB1290/Council - Staff closed out one (1) contract; has three (3) contract closeouts in process and processed five (5) requests for payments.

TOP ITEMS

- **City Council is in Recess and Will Resume on January 7th**
- **1,484 Polling Places Recruited**
- **1,909 Poll Workers Recruited**



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General City Purposes - Staff received seven (7) GCP allocation requests, processed 24 invoices for payment, drafted four (4) contracts, and executed three (3) contracts.

Personnel - Staff conducted one new employee orientation for City Clerk; updated three position descriptions for Chief Management Analyst; and drafted a response to an employee requesting a pay grade advancement promotion.

Microfilm Conversion of City Council Minutes - The City Council minutes are now available on line back to March of 1923. Additional funds are being pursued to complete this project this fiscal year, which would be two years ahead of the projected schedule and would provide a comprehensive database dating back to 1850.

USC Digital Archives Partnership - The City Archives continues to assess the feasibility of partnering with the USC Digital Archives to increase the exposure of the City's historical records.

Historical Records Preservation - The City Archives is developing a prioritized list of records to be considered for digitization based on the physical state of the items and the historical and research value of the material.

Records Storage - The division offered to assist the Department of Recreation and Parks with temporary storage of their Commission records during the relocation from their offices which were damaged by the fire in downtown Los Angeles.

ISSUES

Granicus - ITA made some configuration changes to move the encoders from the internet side of the firewall to the intranet side of the firewall which should help with performance. This was completed on December 24, 2014. Testing of all the encoders and DOVS was completed by December 30, 2014 and the encoders are ready for the reconvening of the Council and Committee meetings in the New Year.

City of Rosemead - Due to the inability to consolidate and co-locate precincts with the City of Rosemead for the conduct of Los Angeles Community College District Board Seat Elections, the City will use the County precinct boundaries and designate them as vote-by-mail precincts. In order to minimize voter confusion because the City of Rosemead is conducting their own local municipal election on the same day, we will send notification letters to all registered voters in Rosemead and also notify the City of Rosemead informing them of our vote-by-mail solution.

UPCOMING. . . .

Systems - Systems Disaster Recovery testing for the Election section is scheduled for January 10th as part of the preparation for the March Primary election.

Write-In Candidate Filing - Staff is preparing for write-in candidate filing activities. Write-In filing will begin on January 5, 2015 and end on February 17, 2015 at 5:00 p.m.